

If you've been collecting **Unemployment Compensation**, it is **YOUR RESPONSIBILITY** to notify your local office, to discontinue benefits now that you are employed. **Failure to do so may result in a penalty such as fine, imprisonment, or both.**

General Information - Benefits

Retirement Plan - which includes a 401K equivalent - employees can contribute up to no limit, max \$15,000 for IRS of their basic pay each pay period to their Thrift Savings Plan (TSP), which is tax-deferred. Employees will receive a 1% Automatic Agency Contribution. Agency will match employee's contribution dollar for dollar up to 3%, fifty cents on the dollar for the next 2% (for a total of 5%). Employees vested after 3 years can keep agency contribution as well as their own contributions. The TSP is mobile to other Federal Agencies.

Life Insurance – Federal employees may select from a variety of options.

Comprehensive Health Benefits Plan – eligible from date of employee's appointment to Federal Service. Employee must choose health benefits within 60 days of appointment or wait for open season. There is one open season per year (Nov. – Dec.) timeframe.

Annual Leave – employees earn Annual (vacation) Leave every bi-weekly pay period.
Less than 3 years of service = 4 hours earned every bi-weekly pay period
3 – 15 years of service = 6 hours earned every bi-weekly pay period
15+ years of service = 8 hours earned every bi-weekly pay period

Sick Leave – employees earn 4 hours every bi-weekly pay period. (Sick Leave accrual hours are standard for all federal employees)

Holidays – there are 10 Federal Holidays a year.

Please note. Flexible Time Schedules, and Compressed Work Week Schedules, are at the discretion of your Supervisor, and will depend on the organization's mission.

Flexible Time Schedule – a tour of duty in which the employee requests starting/stopping times within established flexible time bands. The flexible hours of duty are scheduled by the employee between the hours of 0630 – 0900. The flexible time schedule is 8 duty hours excluding the lunch period.

Compressed Work Week – a flexible work schedule where employees may pre-select a biweekly pay period work schedule consisting of a 5-day work week and a 4 day work week for a total of 80 hours. Work schedules include eight 9 hour days, and one 8 hour day with one day off per pay period. (Normally a Friday or Monday)

More information is available, and will be discussed during your In-processing session.